



COMMONWEALTH LAW REVISION COMMISSION

NORTHERN MARIANA ISLANDS JUDICIARY

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VACANCY ANNOUNCEMENT

JVA 20-009

STAFF ATTORNEY

THE COMMONWEALTH LAW REVISION COMMISSION NORTHERN MARIANA ISLANDS JUDICIARY

The Commonwealth Law Revision Commission (“LRC”) of the NMI Judiciary is looking for a staff attorney. The Commonwealth of the Northern Mariana Islands (CNMI) became the newest member of the American political family when it entered into a Covenant of Political Union with the United States in 1976. Located in the western Pacific Ocean, the CNMI is a tropical paradise with beautiful beaches and clear waters, abundant history, outdoor activities all year round, a variety of ethnic cuisine, and diverse international and indigenous cultures. The LRC, housed within the NMI Judiciary, is the principal codifier and publisher of statutory law, administrative regulations, and Supreme Court decisions. Although LRC is a small office, we take immense pride in our special connection to all three branches of government: maintaining and updating each branch’s primary law and providing free and open access to the public at our website. Employment with the NMI Judiciary qualifies under the Federal Public Service Loan Forgiveness program.

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Executive Director who also serves as the Judiciary’s General Counsel, the staff attorney is responsible for assisting in the production, publication, and revision of the Northern Marianas Islands Commonwealth Code (CMC), Northern Mariana Islands Administrative Code (NMIAC), and the Northern Mariana Islands Reporter (Reporter). The preparation of the CMC consists of reviewing and codifying public laws, and the preparation of the NMIAC includes reviewing and codifying rules and regulations contained in monthly Commonwealth Registers. Preparation of the Reporter series includes editing Supreme Court decisions and preparing headnotes. The Commission produces these publications in conformance with its scope of authority and established legal publishing stylistic standards. The Commission makes these publications available in both print and online formats.

The staff attorney will also serve the NMI Judiciary by assisting the Judiciary General Counsel office in publishing miscellaneous legal materials, performing legal research, drafting memoranda and policies, and performing other duties as needed. The work requires the incumbent, at time to time, serve as legal advisor to the Judiciary. This position serves under the direction of the General Counsel of the NMI Judiciary and may also receive projects and assignment related to procurement, contract, and human resource, from the Supreme Court and the Superior Court. The staff attorney may also be involved in various committees for legal and non-legal work.

QUALIFICATION REQUIREMENTS:

Required: Juris Doctor degree from an ABA accredited United States law school. Admitted to practice law in the CNMI, or admitted to practice law in a U.S. jurisdiction and eligible to be temporarily admitted to the CNMI Bar Association as a CNMI government attorney for a four-year period. Keen legal analysis and strong writing skills with an excellent grasp of grammar and punctuation; proficiency in operating a personal computer and

working with Microsoft Office and Adobe Acrobat; strong organizational skills; and capability to work independently and harmoniously with other Commission staff.

Legal research and writing skills are critical to a successful tenure in the Staff Attorney position.

A successful candidate must pass a police background check, court records check, drug test, and provide proof of eligibility to work in the United States as a condition of employment.

Preferred: Directly related codification and/or legal publication experience, including law review. Experience working with HTML or other computer programming and web publishing languages.

PHYSICAL/MENTAL JOB DEMANDS: (The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Mobility: frequent sitting for long periods of time; occasional bending or squatting.

Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

Dexterity: frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.

COMPENSATION: \$64,000 annually. Other optional benefits include health insurance, dental, defined contribution plan, and life insurance. The compensation package also includes 26 days of annual leave, 13 days of annual sick leave, and 14 annual paid holidays.

HOW TO APPLY: Please submit a cover letter, resume, writing sample, and law school transcript (if graduated in the last 3 years) to cnmilaw@nmijudiciary.com. Applications will be accepted on a rolling basis. The Commission may select a qualified candidate at any time. For additional information, please contact the Commonwealth Law Revision Commission at (670) 236-9820 or visit our website at www.cnmilaw.org.

This internal job announcement will remain open until **July 13, 2020** and can be seen and a printable copy of the application downloaded at <http://www.justice.gov.mp>.

The CNMI Judiciary is an equal opportunity provider and employer.